U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

NOTICE
N JO 7110.462

Cancellation Date:
August 30, 2007

SUBJ: User Request Evaluation Tool (URET)

1. PURPOSE. This notice transmits changes to Federal Aviation Administration Order (FAAO) 7110.65, Air Traffic Control, concerning the use of URET.

2. DISTRIBUTION. This notice is distributed to select offices in Washington headquarters, service center and service area offices, and the Mike Monroney Aeronautical Center; and to all air traffic field facilities.

3. EFFECTIVE DATE. This notice is effective April 30, 2007, and will remain in effect for 1 year or until the changes are published in FAAO 7110.65, whichever occurs first.

4. BACKGROUND. URET has been in use at certain facilities for several years. To ensure that URET procedures remain viable and up-to-date, a review of all current procedures and practices was conducted. This included review of current national and local procedures, human factors, training, and safety. As a result, several recommendations for improvement were made. These recommendations have been incorporated into URET procedures.

5. DOCUMENT AVAILABILITY. The notice is available on the Directives Management Information System (DMIS) at http://dmis.faa.gov and on the air traffic publications Web site at http://www.faa.gov/airports_airtraffic/air_traffic/publications.

6. EXPLANATION OF CHANGES.

Paragraph 13-1-1 – Changes the description of URET.

Subparagraph 13-1-2a – Adds aircraft-to-aircraft and aircraft-to-airspace to alerts.

Subparagraph 13-1-2e – Adds requirements for the URET Stop Probe functionality.

Paragraph 13-1-5 – Adds departure list to paragraph title.

Subparagraphs 13-1-5b thru e – Adds requirements for managing URET flight data.

Subparagraph 13-1-5f – Paragraph renumbered.

Subparagraph 13-1-5g – Adds a requirement for posting strips.

Subparagraph 13-1-5h – Paragraph renumbered. Note deleted.

Subparagraph 13-1-5i – Adds a requirement for URET Drop Track Delete.

Paragraph 13-1-6 – Adds requirements for manual coordination and the URET Coordination Menu.

Paragraph 13-1-7 – Adds a requirement for URET Hold Annotations.

Paragraph 13-1-8 – Paragraph renumbered.

Subparagraph 13-1-8b – Adds a requirement for handling pointouts.

Subparagraphs 13-1-8c thru e – Adds requirements for using the Free Text Area.

Paragraph 13-1-9 – Paragraph renumbered.

Subparagraphs 13-1-9a thru g – Adds requirements for acknowledging automated notifications.

Paragraph 13-1-10 – Paragraph renumbered.

Paragraph 13-1-11 – Paragraph renumbered.

Subparagraphs 13-1-11b and c – Adds requirements for recording delay information.

Paragraph 13-1-12 – Paragraph renumbered.

Paragraph 13-1-13 – Paragraph renumbered.

Paragraph 13-1-14 – Paragraph renumbered and adds trajectory to data.

Paragraph 13-1-15 – Paragraph renumbered.

Paragraph 13-1-16 – Paragraph renumbered.

Paragraph 13-1-17 – Adds requirements for URET Airspace Configuration Elements.

7. PROCEDURES.

a. Amend FAAO 7110.65, Paragraph 13-1-1, Description, to read as follows:

13-1-1. DESCRIPTION

URET is an en route decision support tool that is used by the sector team in performing its strategic planning responsibilities. URET uses flight plan data, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories, and to predict conflicts between aircraft and between aircraft and special use or designated airspace. It also provides trial planning and enhanced flight data management capabilities.

Delete subparagraphs b and c.

b. Amend FAAO 7110.65, Paragraph 13-1-2, Conflict Detection and Resolution, subparagraph a, and add subparagraph e and note to read as follows:

13-1-2. CONFLICT DETECTION AND RESOLUTION

a. Actively scan URET information for predicted aircraft-to-aircraft and aircraft-to-airspace alerts.

b. When a URET alert is displayed, evaluate the alert and take appropriate action as early as practical, in accordance with duty priorities.

c. Prioritize the evaluation and resolution of URET alerts to ensure the safe, expeditious, and efficient flow of air traffic.

NOTE−
URET alerts are based on radar separation standards. Caution should be used when situations include nonstandard formations.

d. When a URET alert is displayed and when sector priorities permit, give consideration to the following in determining a solution:

1. Solutions that involve direct routing, altitude changes, removal of a flight direction constraint (i.e., inappropriate altitude for direction of flight), and/or removal of a static restriction for one or more pertinent aircraft.

2. Impact on surrounding sector traffic and complexity levels, flight efficiencies, and user preferences.

e. When the URET Stop Probe feature is activated for an aircraft, Conflict Probe for that aircraft shall be restarted before transfer of control, unless otherwise coordinated.

NOTE-
The requirement in paragraph 13-1-2e does not apply to aircraft entering a non-URET facility.

c. Amend FAAO 7110.65, Paragraph 13-1-5, The Aircraft List (ACL) and Flight Data Management, by adding new subparagraphs b, c, d, e, g, and i, and re-lettered old subparagraphs b and c to f and h, and change the title to read as follows:

13-1-5. THE AIRCRAFT LIST (ACL), DEPARTURE LIST (DL), AND FLIGHT DATA MANAGEMENT

a. The ACL shall be used as the sector team's primary source of flight data.

b. Actively scan URET to identify automated notifications that require sector team action.

c. When an ACL or DL entry has a Remarks indication, the Remarks field of the flight plan shall be reviewed. Changes to the Remarks field shall also be reviewed.

d. Highlighting an entry on the ACL or DL shall be used to indicate the flight requires an action or special attention.

e. The Special Posting Area (SPA) should be used to group aircraft that have special significance (e.g., aircraft to be sequenced, air refueling missions, formations).

f. When URET is operational, sector teams shall post flight progress strips for any nonradar flights.

g. When URET is operational, a flight progress strip shall be posted for any flight plan not contained in the Host Computer System.

h. When URET is operational, sector teams shall post any flight progress strip(s) that are deemed necessary for safe or efficient operations. The sector team shall comply with all applicable facility directives to maintain posted flight progress strips.

i. The URET Drop Track Delete option shall be used in accordance with facility directives.

d. Add FAAO 7110.65, new Paragraph 13-1-6, Manual Coordination and the URET Coordination Menu, to read as follows:

13-1-6. MANUAL COORDINATION AND THE URET COORDINATION MENU

a. Where automated coordination with a facility is not available (e.g., an international facility, a VFR tower), use the URET Coordination Menu or a flight progress strip to annotate manual coordination status, in accordance with facility directives.

b. When the URET Coordination Menu is used and the flight plan is subsequently changed, remove the yellow coding from the Coordination Indicator after any appropriate action has been taken.

e. Add FAAO 7110.65, new Paragraph 13-1-7, Holding, to read as follows:

13-1-7. HOLDING

For flights in hold, use URET Hold Annotations, a flight progress strip, or a facility approved worksheet to annotate holding instructions, in accordance with facility directives.

f. Renumber FAAO 7110.65, old Paragraph 13-1-6, Recording of Control Data, to paragraph 13-1-8, amend subparagraphs b and c, and add subparagraphs d and e to read as follows:

13-1-8. RECORDING OF CONTROL DATA

a. All control information not otherwise recorded via automation recordings or voice recordings shall be manually recorded using approved methods.

b. When a point out has been approved, remove the yellow color coding on the ACL.

c. When the URET Free Text Area is used to enter control information, authorized abbreviations shall be used. You may use:

1. The clearance abbreviations authorized in TBL 13-1-1.
2. The miscellaneous abbreviations authorized in TBL 13-1-2.
3. The URET equivalents for control information symbols authorized in TBL 13-1-3.
4. Plain language markings when it will aid in understanding information.
5. Locally approved abbreviations.

d. When the URET Free Text Area is used to enter control information, the Free Text Area shall remain open and visible. When no longer relevant, the information entered into the Free Text Area shall be updated or deleted.

e. Control information entered in the Free Text Area shall be used for reference purposes only.

NOTE –
Information entered into the Free Text Area does not pass on handoff and, if necessary, must be coordinated.

TBL 13-1-1

Clearance Abbreviations

Abbreviation	Meaning
A	Cleared to airport (point of intended landing)
B	Center clearance delivered
C	ATC clears (when clearance relayed through non-ATC facility)
CAF	Cleared as filed
D	Cleared to depart from the fix
F	Cleared to the fix
H	Cleared to hold and instructions issued
N	Clearance not delivered
O	Cleared to the outer marker
PD	Cleared to climb/descend at pilot's discretion
Q	Cleared to fly specified sectors of a NAVAID defined in terms of courses, bearings, radials, or quadrants within a designated radius
T	Cleared through (for landing and takeoff through intermediate point)
V	Cleared over the fix
X	Cleared to cross (airway, route, radial) at (point)
Z	Tower jurisdiction

TBL 13-1-2

Miscellaneous Abbreviations

Abbreviation	Meaning
BC	Back course approach
CT	Contact approach
FA	Final approach
FMS	Flight management system approach
GPS	GPS approach
I	Initial approach
ILS	ILS approach
MA	Missed approach
MLS	MLS approach
NDB	Nondirectional radio beacon approach
OTP	VFR conditions-on-top
PA	Precision approach
PT	Procedure turn
RA	Resolution advisory (Pilot-reported TCAS event)
RH	Runway heading
RNAV	Area navigation approach
RP	Report immediately upon passing (fix/altitude)
RX	Report crossing
SA	Surveillance approach
SI	Straight-in approach
TA	TACAN approach
TL	Turn left
TR	Turn right
VA	Visual approach
VR	VOR approach

TBL 13-1-3

URET Equivalents for Control Information Symbols

Abbreviation	Meaning
T *dir*	Depart (direction if specified)
↑	Climb and maintain
↓	Descend and maintain
CR	Cruise
AT	At
X	Cross
M	Maintain
/*airway*	Join or intercept (airway, jet route, track, or course)
=	While in controlled airspace
WICA	While in control area
dir ECA	Enter control area
dir OOCA	Out of control area
dir ESA	Cleared to enter surface area. Indicated direction of flight by appropriate compass letter(s)
TSA *alt*	Through surface area and altitude indicated direction of flight by appropriate compass letter(s). Maintain special VFR conditions (altitude if appropriate) while in surface area.
250 K	Aircraft requested to adjust speed to 250 knots
-20 K	Aircraft requested to reduce speed 20 knots
+30 K	Aircraft requested to increase speed 30 knots
SVFR	Local Special VFR operations in the vicinity of (name) airport are authorized until (time). Maintain special VFR conditions (altitude if appropriate).
B4	Before
AF	After or Past
/	Until
instructions	Alternate instructions
REST	Restriction
AOB	At or Below
AOA	At or Above
-	From-to (route, time, etc.)
(Alt)B(Alt)	Indicates a block altitude assignment. Altitudes are inclusive, and the first altitude shall be lower than the second (Example 310B370).
V *time*	Clearance void if aircraft not off ground by *time*
CL	Pilot canceled flight plan
+*info*+	Information or revised information forwarded
alt	Other than assigned altitude reported (Example: **50**)
ARC *mi. dir.*	DME arc of VORTAC, TACAN, or MLS
C *freq.*	Contact (facility) or (freq), (time, fix, or altitude if appropriate). Insert frequency only when it is other than standard.
R	Radar contact
R *alt*	Requested altitude
R/	Radar service terminated
RX	Radar Contact Lost
RV	Radar vector
RVX	Pilot resumed own navigation
HO	Handoff completed

E	Emergency
W	Warning
P	Point out initiated Indicate the appropriate facility, sector, or position
FUEL	Minimum fuel
EFC time	Expect further clearance at (time)
- fix	Direct to fix
FRC	Full route clearance
IAF	Initial approach fix
NORDO	No Radio
PT	Procedure turn
RLS	Release
REQ	Request
SI	Straight in

g. Renumber FAAO 7110.65, old Paragraph 13-1-7, Acknowledgement of Automated Notification, to paragraph 13-1-9, and to read as follows:

13-1-9. ACKNOWLEDGEMENT OF AUTOMATED NOTIFICATION

a. The URET Inappropriate Altitude for Direction of Flight (IAFDOF) feature shall be used in the automatic mode (i.e., IAFDOF Manual shall remain deselected) unless otherwise authorized in a facility directive.

b. Completion of any required coordination for IAFDOF shall be acknowledged on the ACL by removing the IAFDOF coding.

c. Completion of appropriate coordination for an Unsuccessful Transmission Message (UTM) shall be acknowledged on the ACL by removing the UTM coding.

d. Issuance of the Expect Departure Clearance Time (EDCT) to the pilot or other control facility shall be acknowledged on the DL by removing the EDCT coding.

e. IAFDOF, UTM, or EDCT coding shall be acknowledged only after the appropriate action has been completed.

f. Send/acknowledge Host Embedded Route Text (HERT) coding only after the appropriate clearance has been issued to the pilot or otherwise coordinated. Do not send/acknowledge HERT unless the sector has track control for the flight or it has been otherwise coordinated.

g. Remove ATC Preferred Route (APR) coding only after the route has been checked and any required action has been completed. Do not remove APR coding unless the sector has track control or it has been otherwise coordinated.

NOTE-
If coding is prematurely removed and the control of the aircraft is transferred before completing the appropriate action, the next sector may not receive the necessary APR notification.

h. Renumber FAAO 7110.65, old Paragraph 13-1-8, Currency of Trajectory Information, to new paragraph 13-1-10.

i. Renumber FAAO 7110.65, old Paragraph 13-1-9, Delay Reporting, to paragraph 13-1-11 and to read as follows:

13-1-11. DELAY REPORTING

a. Adhere to all applicable delay reporting directives while URET is operational.

b. Delay information shall be recorded. Delay information may be automatically recorded via use of the URET Hold Annotations Menu or manually on flight progress strips or facility-approved worksheets, in accordance with the facility-defined standard.

c. When using URET to automatically record delay information, the URET hold annotations shall be deleted when the aircraft is cleared from holding.

NOTE-
Delay information cannot be accurately recorded unless URET hold annotations are deleted when the aircraft is cleared from holding.

j. Renumber FAAO 7110.65, old Paragraph 13-1-10, Overdue Aircraft, to paragraph 13-1-12.

k. Renumber FAAO 7110.65, old Paragraph 13-1-11, Use of Graphic Plan Displays (GPD), to paragraph 13-1-13.

l. Renumber FAAO 7110.65, old Paragraph 13-1-12, Forecast Winds, to paragraph 13-1-14, and to read as follows:

13-1-14. FORECAST WINDS

In the event that current forecast wind data are not available, continue use of URET with appropriate recognition that alert and trajectory data may be affected.

m. Renumber FAAO 7110.65, old Paragraph 13-1-13, Interfacility Connectivity, to paragraph 13-1-15.

n. Renumber FAAO 7110.65, old Paragraph 13-1-14, Primary RDP/FDP Outages, to paragraph 13-1-16.

o. Add FAAO 7110.65, new Paragraph 13-1-17, URET Airspace Configuration Elements, to read as follows:

13-1-17. URET AIRSPACE CONFIGURATION ELEMENTS

a. URET Airspace Configuration Elements are:

1. Special Activity Airspace (SAA).
2. Airport Stream Filters (ASF).
3. URET adapted restrictions.

b. Where assigned as a sector responsibility by facility directive, the sector team shall update URET Airspace Configuration Elements to reflect current status.

c. For Airspace Configuration Elements designated as a sector responsibility, notify the operational supervisor when the status of an Airspace Configuration Element has been modified in URET.

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